

The Community

The City of Alamo Heights, Texas, is a 1.84 square mile enclave community that is surrounded by San Antonio, the seventh largest metropolitan area in the US. Alamo Heights has a population of 7,031 and is strategically located 4.5 miles north of downtown San Antonio and 3 miles south of the San Antonio International Airport. Alamo Heights is easily accessible from US 281, Loop 410, and IH 35.

From its earliest days, Alamo Heights has been known for its natural beauty, hills, beautiful trees, and twisting roads. In the mid-1800s, the headwaters of the San Antonio River that attracted early nomadic Texas Indians also beckoned two early settlers: George Washington Brackenridge and Charles Anderson. Brackenridge built the mansion Fernridge on his estate that he called Alamo Heights. Brackenridge and Anderson set the stage for a city that even today places emphasis on its scenic vistas, towering trees, and quiet environment.

Alamo Heights became a municipality in 1922. The city government focused on providing modern services without destroying the character of Alamo Heights as a residential area. In 1927, City Council recommended a \$350,000 bond issue to provide modernization, and Alamo Heights became the only municipality in the County with all paved streets. The streets followed the contours of the land, preserving centuries-old trees even in the middle of the streets.

Throughout its development, Alamo Heights has changed gracefully and maintained its character as a residential community. Ordinances restricted business activity to those that provided convenience for residents and limited businesses to defined districts. Building and zoning codes restricted buildings to two stories and assured open spaces, natural light, and greenery.

Historian T.R. Fehrenbach characterized the city by saying, "Alamo Heights, whatever else it is, reflects three qualities: good government, stable neighborhoods and a feeling of intimacy."

Alamo Heights offers an exceptional quality of life for its residents and is known for its excellent services, natural beauty, and sense of community. Cultural and recreational opportunities are abundant. Recreational amenities include the Alamo Heights swimming pool, Little Gym of Alamo Heights, Alamo Heights Community Garden, and Alamo Heights Little League. Popular annual events include An Evening in '09, Pooch Parade, and SNIPSA Annual 5K Walk/Run with Dogs. Nearby attractions include the Alamo, San Antonio River Walk, Witte Museum, McNay Art Museum, the Toilet Seat Museum, and numerous other attractions that the San Antonio area and Texas Hill Country have to offer.

Alamo Heights Independent School District (AHISD) is one of the smallest school districts in the state, covering only 9.4 square miles. The District's schools have a reputation of excellence in both education and extracurricular offerings. AHISD received a Superior Achievement Rating from the Texas Education Agency Financial Integrity Rating System of Texas. In addition, 381 out of 391 students for 2013 were college-bound graduates, and 171 students earned the designation of AP Scholar by the College Board in recognition of their exceptional achievement on college-level Advanced Placement Program Exams. There are also two local daycare/K-8 private schools.

There are approximately 35 colleges and universities within commuting distance of Alamo Heights, including Trinity University, Texas A&M University-San Antonio, University of Incarnate Word, Our Lady of the Lake University, St. Mary's University, and the University of Texas at San Antonio.









Governance & Organization

The City of Alamo Heights is a home rule city operating under a Council-Manager form of government. The City Council is comprised of the Mayor and five Council Members, elected at-large for two-year staggered terms. The Council appoint a professional City Manager to serve as CEO of the organization and manage the day-to-day operations of the City.

Mark Browne has been Alamo Heights City Manager since May of 2011. He began his career in municipal government as City Manager for Terrell Hills in 2005 after leaving the United States Air Force, retiring at the rank of Colonel after almost 27 years of service to our country.

Mark holds a Doctorate of Public Administration from the University of Alabama, is an Adjunct Professor at Wayland Baptist University, and has served as a speaker on city management with the Urban Management Assistants of South Texas. As a member of the Texas City Management Association, Mark has served as Region 8 Representative on the TCMA Board of Directors from 2012 to 2014, Secretary-Treasurer 2007-2008, Vice President 2008-2009, and President 2009-2010. He is a member of the International City/County Management Association and the Government Treasurers Organization of Texas.

Alamo Heights has received numerous honors and awards. In 2010, the EPA named Alamo Heights an official Green Power Community. In 2012, the Police Department was named a Recognized Law Enforcement Agency. The City has also been honored with the Texas Comptroller Leadership Circle Award: Platinum Level and has received the Certificate of Achievement for Excellence in Financial Reporting for the last 16 years.

Alamo Heights has an annual general fund budget of \$8.4 million, 101 full time employees, and 4 part time employees. The City is currently building new city hall facilities for all departments.

The tax rate is \$0.390262 per \$100 valuation. The median household income is \$105,339, and the average home value is \$416,200.

About the Department

The Community Development Services Department is primarily responsible for managing the building process for projects from beginning (preliminary plan review meetings, plats, re-zoning, variances, Architectural Review Board (ARB) and City Council review), through development (plan review and permitting), and to completion (all inspections, including finals and certificates of occupancy). Other department responsibilities include: building and miscellaneous permits, special event permits, garage/estate sale permits, demolition review, enforcement of all adopted codes, and permit inspections.

The Community Development Services Department is comprised of three employees and has an annual budget of \$309,919.









About the Position

The Director of Community Development Services reports directly to the City Manager and provides staff assistance to the Mayor and City Council, the City Manager's Office, and other City departments.

The Director of Community Development Services has two direct reports: Community Development Coordinator and Combination Inspector. The Community Development Coordinator manages the department's customer service, building permit intake, and inspection scheduling, as well as the Architectural Review Board, the Planning and Zoning Commission and the Board of Adjustment application and notification processes. The Combination Inspector is responsible for both light commercial and residential inspections of all permitted building, demolition, or trade activities and the enforcement of the City's adopted Code of Ordinances.

The Director of Community Development Services is responsible for supervising all department operations, hiring personnel, managing personnel matters at the division level, and preparing and managing the annual budget. He/she is also responsible for monitoring, reviewing, and evaluating the efficiency and effectiveness of service delivery methods and identifying opportunities for improvements. Additionally, the Director of Community Development Services serves as advisor, administrator and liaison to the Board of Adjustments, the Architectural Review Board, and the Planning and Zoning Commission.

The Director of Community Development Services is responsible for long-range planning related to land-use and the implementation of the <u>Comprehensive Plan</u> (adopted on May 25, 2009), which represents a 15-year vision established by stakeholder participants over a seven month period of community meetings.

Important projects for the new Director of Community Development Services will include development of a revised process for consideration of commercial projects and leading the effort to revise commercial code.

Ideal Candidate

The ideal candidate will have strong managerial and analytical skills and the ability to interpret codes and regulations and apply them to specific situations. The Director of Community Development Services has extensive interaction with the general public and community organizations. Excellent interpersonal communication skills, and a commitment to customer service are of utmost importance.

The successful candidate will have familiarity with building permits, construction documents, professional practices, codes, ordinances, engineering reports, and legal documents. Knowledge of principles, practices, and theories of zoning, building permitting, contractual regulations, economic development, building construction, urban design and planning, and land development processes is essential.

The ideal candidate should have the ability to communicate effectively, both verbally and in writing, with City Council Members and other professionals. The new Director of Community Development Services should also have knowledge of legal limitations and authority of a municipal inspection agency, and have the ability to exercise independent discretion and sound judgment on significant development issues.









Education & Experience

A bachelor's degree in public administration or a related field is preferred. Three to five years of progressively responsible municipal government experience, including supervisory experience, is preferred. Previous experience in planning, code enforcement, building inspections, or a related field is strongly preferred. Proficiency in Microsoft Word, Excel, and Access is required.

Compensation & Benefits

The salary range for this position is \$60,000-\$88,000, depending on qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) at a 6% percent employee deposit rate with a municipal matching ratio of 2:1, five year vesting, and a 20 year retirement plan. A full range of leave and benefits is also provided, include 100% of employee group health, dental, and vision coverage.

Application Process

Please apply online at: apply.governmentresource.com

For more information on this position contact:

Molly Deckert, Executive Search Manager Strategic Government Resources MollyDeckert@GovernmentResource.com 816-804-2818

The position is open until filled. For the review status of this position, please visit: http://bit.ly/SGRCurrentSearches

The City of Alamo Heights is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check and drug/alcohol screen.

Resources

City of Alamo Heights www.alamoheightstx.gov

Alamo Heights Chamber of Commerce Alamoheightschamber.org

Alamo Heights Independent School District www.ahisd.net







